



JOB ANNOUNCEMENT

Part-time Administrative Assistant

The District is seeking Part-Time Administrative Assistant for providing clerical support as part of the Clark County Mosquito Control District. Our District is based in Vancouver, WA and serves all of Clark County.

Posted: November 10th, 2021

Final Filing Date: December 10th, 2021 by 3:30 pm

Veterans are encouraged to apply

Posting Status: Part-time (up to 24 hours / week)

Application Process

Interested individuals must submit a resume and a cover letter explaining why you are interested in such position. Failure to complete the instructions in this job announcement may result in your application being rejected. Please direct your application materials electronically to mario.boisvert@clark.wa.gov (subject line "Administrative Assistant 2022"), by mail to: Clark County Mosquito Control District, PO Box 9825, Vancouver, WA, 98666, or by fax to 360-573-1921. No phone calls please.

Job Description

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Manager, Supervisors, and employees, assisting in daily office needs, and managing our District's general administrative activities.

Duties include but are not limited to the following:

Administrative Tasks

- Provide administrative support for daily business office operations
- Manage phone and email correspondence and inquiries; provide customer service support
- Remove service requests from service request line
- Board support
 - a. Publish meeting notices
 - b. Prepare Board packets
 - c. Meeting agenda and minutes
 - d. Board appointment and roster
 - e. Requests and research
 - f. Resolutions
- Manage payroll processing, employees' retirement, and benefits paperwork

- Preparation of payables and maintain simple bookkeeping , financial and statistical records where no technical accounting knowledge is required
 - Maintain the organization's various databases, historical files, computer and hard copy documents, and other operational systems
 - Assist with data entry into the Surveillance program
 - Update and maintain office policies and procedures
 - Assist with creation of outreach materials
 - Ensure insurance policy is current and maintain backup documentation of equipment, assets, and staff
 - Coordinate staff travel arrangements including transportation and accommodations
 - Proofread and edit documents, presentation materials, brochures and other materials for grammar, clarity, punctuation, and spelling; examine documents for completeness and accuracy
 - Provide support for production and distribution of press releases and direct mail pieces and other communication tools in support of public health and Clark County Mosquito Control
 - Other specific job duties could be assigned to fit the needs of the District
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Requirements – Qualifications

It is the applicants' responsibility to identify in their application materials how they meet the MINIMUM QUALIFICATIONS listed below:

- Must be at least 18 years of age or older
 - High School Diploma or GED
 - Experience in administration, reception, secretarial, computer information, communication
 - GIS (geographical information systems) preferred
 - Can work with minimal direct supervision
 - A valid Washington Driver License will be required at the time of employment and must be maintained throughout employment (a recent DMV printout is required before employment)
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Abilities

- Ability to learn and understand the duties and responsibilities of the Clark County Mosquito Control District
 - Possess strong computer, organizational and customer service skills, with proficiency in all MS Office applications, including Word, Excel, and Power Point
 - Strong written and verbal communication skills are highly desirable
 - Experience in an office setting is preferred
 - Proficiency with QuickBooks, Publisher, and web design is a plus
 - Be effective in interacting graciously with customers both on the phone and in person
 - Must possess energy and initiative, must be detail-oriented and capable of managing multiple tasks daily
 - Must be experienced in hands-on work in support of and as part of a small, high-energy team
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Requirements – Physical

- Possess ability to manipulate small parts and tools
 - Possess ability to perform repetitive motion associated with computer usage
 - Be in good physical condition (able to lift 30 lbs)
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Pre-employment requirements

A pre-employment background check and a drug test will be required. Clark County Mosquito Control District is committed to maintaining a drug and alcohol-free workplace.

Terms of Employment

- \$21.00 / hour
 - Contribution to Public Employment Retirement Systems (PERS)
 - No other benefits
 - Hours: 7:00 a.m. to 3:30 p.m.
 - The Clark County Mosquito Control District is considered as an essential service to protect people and, unless otherwise specified, is operational during the COVID pandemic
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The District reserves the right to change or alter this description at its sole discretion.

This document does not create an employment contract, implied or otherwise.

All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation. Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

CLARK COUNTY MOSQUITO CONTROL DISTRICT
8115 NE St Johns Road, Vancouver, WA, 98665
Fax: (360) 573-1921

Website: <https://clark.wa.gov/public-health/mosquito-control-district>